



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P. O. Box 41126 • Olympia, Washington 98504-1126

March 16, 2020

TO: Work Release Staff

FROM: Susan Leavell, Senior Administrator
Reentry Division

SUBJECT: Operational Changes in Response to COVID-19

This memo serves as an addendum to the memo titled Operational Changes in Response to COVID-19, dated March 13, 2020.

The Department has been working closely with Department of Health and other state agencies in developing plans to maintain the health and safety of our staff as well as those under our care. By now, you have received numerous messages from the Governor and from our Secretary providing information and details specific to steps being taken in this regard.

The following operational changes are implemented effective immediately as precautionary measures in order to prevent the spread of illness and maintain community safety.

Restricting/limiting movement into the community:

To mitigate exposure we will only be allowing residents to leave the facility for approved education/programming and essential business. An example of essential business would include a store trip to obtain hygiene items, verified medical/dental appointments, or verified mental health appointments.

To further mitigate exposure to our facilities, resident visiting and social outings are suspended effective March 17, 2020; until further notice.

Best Practices:

Staff are encouraged to be proactive and practice universal precautions at all times.

- Stay home when you're sick. This is important for all illnesses, but especially for the duration of a respiratory illness.
- Wash your hands and use alcohol-based sanitizer frequently.
- Avoid touching your mouth, nose and eyes with unwashed hands.
- Cover your coughs and sneezes by coughing into your elbow or a tissue.
- Frequently clean and disinfect high-touch areas and common surfaces.

"Working Together for SAFE Communities"

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- Enhance social distancing (more than 6 feet)
- Stay away from people who are sick.
- If you have coronavirus symptoms, i.e. fever, cough and shortness of breath, contact your health care provider immediately. Also notify your supervisor and/or Human Resources so the agency can assist and connect you to appropriate resources.

Your Reentry Leadership Team is meeting regularly during this time and adjustments will be made as the situation evolves. If you have questions or concerns, please staff those questions with your supervisor and, if necessary, send them to the [DOC COVID19](#) mailbox.

Please remember to take care of yourself and your family during these tough times. Your personal safety and wellness are important.

cc: DOC Covid19 Mailbox